

REVIEW - JUST A JOB

A. Select the correct phrase to complete the career advice

If you've (1) *been unemployed / worked for a company* for a number of months, this advice might be useful for you. To help you get an interview, one of the most important things you can do is (2) *earn a good salary / write a good résumé*. There are lots of Web sites that can help you do this. It's also important to make sure you are (3) *applying for a job / having a career* that is right for the type of person you are. There's no point (4) *getting a full-time job / getting along with your colleagues* in an office if you want to spend a lot of your time outdoors. Also, if you work for a small family-run business, it's probably more important to (5) *get a part-time job / get along with your colleagues* than if you work for a large company.

B. Complete the sentences with a phrasal verb from the box

fill out

pick up

improve on

set up

deal with

- 1 All you have to do is _____ this form with your information.
- 2 How can I _____ my job interview skills?
- 3 One of your tasks will be to _____ customers.
- 4 The business was _____ in 1989 by my father.
- 5 Always try to be polite to clients when you _____ the phone.

C. Rewrite the sentences using gerunds

1 Hard work is the key to success.

_____ is the key to success.

2 It's easy to get along with your colleagues.

_____ isn't difficult.

3 We can't use our cell phones in the office.

_____ is not permitted.

4 It's expensive to train to be a lawyer.

_____ is expensive.

5 I have to fill out forms at work and it bores me.

A boring part of my job is _____.

D. Check the sentences that are correct

- 1 I was listening to my MP3 player in the office, but a colleague asked me to turn off it.
- 2 Will the last person to leave the office please turn the lights off?
- 3 Filling out forms is a large part of my job.
- 4 As a doctor, I have to be very good at dealing patients with.
- 5 Some colleagues were having a discussion, but I didn't join in.

E. Match the two columns

- | | |
|---------------------------------|---|
| 1 I'd like to have a career ... | a) with my colleagues. |
| 2 Joe makes a good ... | b) a gas company. |
| 3 You need to write your ... | c) for a job in advertising. |
| 4 I get along well ... | d) salary as a lawyer. |
| 5 I'm going to apply ... | e) in business. |
| 6 I used to work for ... | f) résumé before you start looking for a job. |
| 7 Janice has just got ... | g) two months after I graduated. |
| 8 I was unemployed for ... | h) a part-time job in a café. |

F. Match the abbreviations with the words

approximately because before causes every with
for example is different from is the same as more than

- | | | | |
|--------------|-------|-------------------|-------|
| 1 <i>b/c</i> | _____ | 6 <i>w/</i> | _____ |
| 2 <i>≠</i> | _____ | 7 <i>=</i> | _____ |
| 3 <i>→</i> | _____ | 8 <i>e.g.</i> | _____ |
| 4 <i>e/</i> | _____ | 9 <i>></i> | _____ |
| 5 <i>b/4</i> | _____ | 10 <i>approx.</i> | _____ |